

Step 1

PROVIDER INFORMATION

- [Access the Web File Transfer](#)

Bring up the Dept of Human Services Web Page –
You will find it at www.state.nd.us/humanservices.
Or click on the link above.

Locate the area that has the Provider Information
and double click on the line as shown here.

Step 2

login

You are entering the North Dakota DHS File Transfer System. This system allows easy online access for DHS Medical Services Transactions.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your State of North Dakota Login ID and password to login.

Login ID:

Need a State of North Dakota Login ID? [Register Now.](#)

Password:

[Forgot your password?](#)

- [What is a State of North Dakota Login ID?](#)
- [Register for a State of North Dakota Login ID](#)
- [Modify your State of North Dakota Login ID information](#)
- [Change your password](#)

Click on
Register
Now

Step 3

State of North Dakota Login System

Sign Up

Sign Up for your State of North Dakota Login ID. *Required

First Name:* Initial:

Last Name:* Suffix (Jr, Sr, III, etc.):

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

State/Province:*

Zip/Postal Code:* (55555)

Country:* United States of America

Phone:* (111-222-3333) Ext.:

Organization:

E-Mail Address:*

Confirm Address:*

Login ID:*

Password:*

Confirm Password:*

Security Question 1:*

Security Answer 1:*

Security Question 2:*

Security Answer 2:*

Enter your name and address.

Enter your Business name, address, city state, zip, phone number and your organizations Name/Business Name.

Enter the email address you use at your place of business.

Please click here to read the rules for your id and password before you proceed.

Selecting your ID and Password

Your ID and password are required each time you Login.

[Rules for ID and Password](#)

Resetting your Password.

Security questions will be used to verify your identity and allow you to change your password.

Example:

Question 1: Favorite Color

Answer 1: Blue

If you need assistance with your **State of North Dakota Login**, [please contact support](#).

Once you have filled out each of the security questions and answers Click on **Create Login**

If you should forget your password or need your password reset you will be asked by ITD Support the answers to the 2 questions you have selected as your security questions so please make sure you do not forget the answers.

Step 4

State of North Dakota Login System

Email Confirmation

An email message was sent to: **sobleb@state.nd.us**

To complete the creation of your Login, please confirm your email address by following these steps:

1. Please check your mailbox, it may take a few minutes to receive the message.
2. Click on the link in the email message.
You will be returned to the State of North Dakota Login ID Confirmation page.
3. Enter your password to confirm your Login.

Reminder: You will be asked for your password every time you login to the system. If necessary, write it down and keep it in a safe place.

This email is covered in steps 5, 6 and 7.

Please
Remember
Your
Password!

If you need assistance with your **State of North Dakota Login**, [please contact support](#).

When you open your email you will see an email from itdsecur. Open up this email.

Step 5

From: **itdsecur** 10/24/2003 4,241 State of North Dakota Login ID - Electronic Mail Confirmation

Step 6

Thank you for registering for your State of North Dakota Login ID.

The registration process requires the confirmation of your email address. To confirm your email address, click on the following link and enter your State of North Dakota Login ID password.

<https://secure.apps.state.nd.us/itd/ldap/confirmpassword.htm?id=049066115108101101&rp=%2Fdh%2Fmmisft%2Fpublic%2Fmain.htm>

Your State of North Dakota Login ID is: Blee1

If you are not able to click on the link above, please follow the copy/paste instructions below.

If you need assistance, please contact support by email at itdsecur@state.nd.us <<mailto:itdsecur@state.nd.us>>

Double click on this link.

Step 7

State of North Dakota Login System

Password Confirmation

Please enter your password to confirm your State of North Dakota Login ID.

Password:

If you need assistance with your **State of North Dakota Login**, [please contact support](#).

Enter the same password you selected when you answered the questions on the **Sign Up** screen. Then click on **Confirm**

Step 8

Login

You are entering the North Dakota DHS File Transfer System. This system allows easy online access for DHS Medical Services Transactions.

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Enter your State of North Dakota Login ID and password to login.

Login ID: Need a State of North Dakota Login ID? [Register Now](#).

Password: [Forgot your password?](#)

- [What is a State of North Dakota Login ID?](#)
- [Register for a State of North Dakota Login ID](#)
- [Modify your State of North Dakota Login ID information](#)
- [Change your password](#)

If you need assistance with your **State of North Dakota Login**, [please contact support](#).

Enter the same Login ID and Password that you selected when you answered the questions on the **Sign Up** screen. Then click on **Login**.

Step 9

Request/Register Authorization Code

Request Access to the DHS File Transfer System

In order to use this online service, you must request access on behalf of a provider. This access is controlled through the use of a Authorization Code.

- If you already have received an Authorization Code for your provider, please enter your Provider Number and Authorization Code to complete your registration.
- If you do not have an Authorization Code for the provider and the provider is not already registered for this on-line service, enter the Providers Identification Number assigned by the State of North Dakota and select "Request an Authorization Code".

Note: If the provider is already registered to this on-line service, you must obtain the Authorization Code from a registered individual of that provider.

Providers Number :

Authorization Code: [Request an Authorization Code.](#)

If you do not wish to request an authorization code, you can [logout](#) now.

Enter the Primary provider number you used when you filled out the Web File Transfer Registration Form or the Electronic Data Interchange (EDI) documents.

Click on **Request an Authorization Code**

Step 10

Request Access

Request Access

Provider Number: 1030

DHS will send a letter to the mailing address of the provider listed above. This letter will contain the authorization code that allows you to register for the desired provider and will have additional information about this on-line service.

Please enter the name of the individual who should be included in the ATTN portion of the mailing address.

ATTN Name:

Please read this message.

Enter Your name here.

Click on **Continue**

Step 11

Login

You are entering the North Dakota DHS File Transfer System. This system allows easy online access for DHS Medical Services Transactions.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your State of North Dakota Login ID and password to login.

Login ID: Need a State of North Dakota Login ID? [Register Now](#).

Password: [Forgot your password?](#)

- [What is a State of North Dakota Login ID?](#)
- [Register for a State of North Dakota Login ID](#)

When you receive your authorization letter in the mail, then open up the Human Services web site.

www.state.nd.us/humanser vice

Click on the link that says **Access to the Web File Transfer**.

Enter your Login Id and Password

Click on **Login**

Step 12

Request/Register Authorization Code

Request Access to the DHS File Transfer System

In order to use this online service, you must request access on behalf of a provider. This access is controlled through the use of a Authorization Code.

- If you already have received an Authorization Code for your provider, please enter your Provider Number and Authorization Code to complete your registration.
- If you do not have an Authorization Code for the provider and the provider is not already registered for this on-line service, enter the Providers Identification Number assigned by the State of North Dakota and select "Request an Authorization Code".

Note: If the provider is already registered to this on-line service, you must obtain the Authorization Code from a registered individual of that provider.

Providers Number :

Authorization Code: [Request an Authorization Code](#)

Enter your Primary Provider number. (Same provider number you used in step 9.

Enter the Authorization code as it appears in the letter.

Step 13

Main Menu

Provider Number:
Provider Name:

Process

[Provider Details](#)
[Upload File \(Send data to DHS\)](#)
[Download File \(Get data from DHS\)](#)

Provider Authorization

[New Provider Request](#)
[Register for Provider Access](#)

Information

[DHS FAQ link](#)

Your Primary Medicaid Provider number & Your name should appear

You have successfully completed the registration process and you are now ready to transmit a file to Medicaid.

Follow these 3 easy steps to transmit a file.

#1 Click on Upload File

Main Menu

File Upload

Please specify the location of the file:

File Type

#2 Click on Browse and locate your file you want to transmit

#3 Click on File Type
Select the correct file type that you will be transmitting. See Examples below.
Choose this file type below if you are transmitting DD Services

File Type
 Developmental & Disability Services

Choose Hipaa Compliant if you are sending a Hipaa transaction.

File Type
 HIPAA Compliant File

Choose Home and Community if you are transmitting HCBC.

File Type
 Home & Community Based Care

Choose Basic if you are transmitting Basic Care.

File Type
 Basic

Non ICF/MR

This includes ICF/MR Claims

When you have selected your file and the file type click on **UPLOAD**.

Choose MDS if you are transmitting MDS.

File Type

MDS

Main Menu

File Upload Confirmation

Your file was successfully uploaded!

File Information

Name: ddd.prn.txt

Size: 25 bytes

Return to Main Menu

Click on Return to Main Menu to exit the program or to transmit additional files to Medicaid.

Congratulations
you have
successfully
transmitted a file
to Medicaid.

Please do not call the Dept of Human Services to see if your claims have been transmitted. If you have followed all of the steps above correctly your claims have been received by DHS and will be processed they next billing cycle.